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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

Director of Security

TE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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MORI/CDF pp2-21

110/568.5323
23 OCT 1968

MEMORANDUM FOR: Deputy Director for Support


SUBJECT : Central Intelligence Agency Accident
Analyses - 1967

REFERENCE : Memo dtd 4 Sept. 68, to DDS, from D/Sec.
Subject: Central Intelligence Agency
Accident Analyses - 1967

1. This memorandum suggests action on your part; such action is contained in paragraph 3.

2. The Safety Staff completed a report of the various types of injuries and occupational diseases which occurred during 1967. In the reference memorandum I suggested this report be used to brief the Director of Central Intelligence on the status of accidents and injuries since the proposed guidelines for the Annual Mission Safety-70 Report to the President asked how agency heads were advised of such information. However, these guidelines were not finalized and it was thought that this recommendation was premature and such action should be deferred.

3. The Safety Staff is now in receipt of the approved guidelines in which the question is asked, "What procedure is used to keep the agency head advised of the number of accidents and injuries that are occurring?" It is therefore recommended that you brief the Director of Central Intelligence on the status of accidents and injuries as cited in the attached report (a summary is contained on page 3) so that a positive reply may be made to the President.


Director of Security

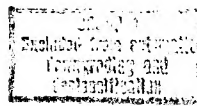
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2 - DDS

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CENTRAL INTELLIGENCE AGENCY

ACCIDENT ANALYSES

1967

Prepared By:
SAFETY STAFF

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FOREWORD

1. Analyses have been completed of accidents involving official motor vehicles, other equipment, fires, on-the-job injuries, and occupational diseases to Agency employees which occurred during 1967.

(a) Injuries incurred by staff employees, contract A and B employees, career agents, and FBIS alien employees were included in these analyses.

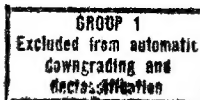
(b) Each reported motor vehicle accident (official and QP vehicles) which resulted in personal injury, damage to the Agency vehicle, another vehicle, or property (no minimum amount of damage) was included in the motor vehicle accident frequency rate.

2. Reports furnished by the Office of Personnel, Office of Medical Services, Office of Logistics, and individual reports forwarded to the Safety Staff in compliance [redacted] were utilized in these analyses. [redacted] were revised and published in July 1967. These regulations now require that accident form 2652a be submitted to the Safety Staff as soon as practicable after each accident. The revision was called to the attention of overseas installations by book dispatches in August 1967 and in March 1968.

3. The USA Standard Z16.1 Method of Recording and Measuring Work Injury Experience was used as a guide for recording and measuring the work injury experience of Agency employees. The Federal Safety Council has recommended that all Federal agencies use this standard.

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DEFINITIONS

1. Work Injury is any injury or occupational disease suffered by a person which arises out of and in the course of his employment, i.e., resulting from work activity or environment of employment.
2. First Aid Injury is any work injury which requires first aid or medical treatment but does not result in death, disability, or lost time from work.
3. Lost Time Injury is any work injury which results in death, permanent total disability, permanent partial disability, or which for a period of at least one day subsequent to the day of injury, renders the employee unable to perform a regularly established job which is available to him.
4. Days Lost or Charged Due to Injuries are all calendar days lost from work subsequent to the date of injury and all scheduled charges assigned to lost time injuries. As the actual loss of time from work is not an adequate measure of the seriousness of injuries which result in death or permanent disability, USA Z16.1 provides a schedule for time loss charges for these injuries. Deaths and permanent total disabilities are assigned a time charge of 6,000 days each.
5. Disabling Injury Frequency Rate is the number of lost time injuries per one million hours worked. Written as a formula:
$$\frac{\text{Number of Disabling Injuries} \times 1,000,000}{\text{Employee Hours Worked}}$$
6. Disabling Injury Severity Rate is the number of days lost per one million hours worked. Written as a formula:
$$\frac{\text{Number of Days Lost or Charged} \times 1,000,000}{\text{Employee Hours Worked}}$$
7. Motor Vehicle Accident Frequency Rate is the number of accidents per one million miles driven. Written as a formula:

$$\frac{\text{Number of Accidents} \times 1,000,000}{\text{Miles Driven}}$$

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SUMMARY

1. The 1967 disabling injury frequency rate is 3.5 which is .4 less than 1966. The disabling injury severity rate is 1100 which is 908 more than 1966. The severity rate increase was due primarily to five deaths.

2. The estimated disabling injury frequency rate for injury claims of Agency employees which were submitted to the Bureau of Employees' Compensation (BEC) during 1967 is 1.7 compared to 1.4 for 1966. The total evaluated cost (medical, leave, disability compensation, death compensation) of these claims is estimated to be \$1,041,610. The 1967 disabling injury frequency rate for all Government agencies, as estimated by BEC, is 7.0.

3. The 1967 frequency rate of motor vehicle accidents is 11.3 compared to 18.5 for 1966.

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INJURY STATISTICS

First Aid Injuries	495
Lost Time Injuries (5 Deaths)	148
Total Injuries	643
Days Lost or Charged Due to Injuries (43,800 of these days were charged as the result of five deaths, two permanent total disabilities, and one permanent partial disability - USA Z16.1)	46,359

<u>CIA RECORDS</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>
Disabling Injury Frequency Rate	3.6	3.9	3.5
Disabling Injury Severity Rate	1952	192	1100

<u>CLAIMS TO BEC</u>	<u>1965</u>	<u>1966</u>	<u>1967*</u>
Disabling Injury Frequency Rate	2.1	1.4	1.7
Disabling Injury Severity Rate	2211	438	1342
Direct Costs	\$2,300,845	\$640,241	\$1,041,610

The BEC frequency rate will usually be smaller and the severity rate larger than the CIA computed rate because: (1) CIA employees do not elect to file claims with the BEC for all minor injuries; (2) BEC allows several additional months to determine final disability and days chargeable for each claim.

*This is an estimate based on preliminary data. The final compilation of statistics for injury claims submitted to BEC each year for CIA employees is not completed by BEC until July of the following year.

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MOTOR VEHICLE STATISTICS

Area	No. Accidents		Damage		Miles Driven	
	1966	1967	1966	1967	1966	1967
Headquarters	27	28	\$ 2,305.81	\$ 956.33	2,185,929	2,170,694
Domestic	18	33	805.42	13,188.69	2,464,463	2,197,271
Overseas	256	140	29,577.69	20,042.02	11,583,662	13,421,915
TOTALS	301	201	\$32,688.92	\$34,187.04	16,234,054	17,789,880

	<u>1966</u>	<u>1967</u>
TORT CLAIMS	\$2,945.49	\$3,089.47
Recoveries	\$ 769.49	\$ 0.00

Motor Vehicle Accident Frequency Rate

<u>1966</u>	<u>1967</u>
18.5	11.3

1. At present there are no standard Government reporting guidelines for motor vehicle accidents. The Federal Safety Council currently has under consideration a Federal Government motor vehicle accident prevention program.

2. The only motor vehicle accident frequency rate available for comparison, which includes accidents with no minimum damage factor, is that of the Treasury Department. Their rate is 6.9 for 1967.

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FIRES

Area	Number of Fires		Damage	
	1966	1967	1966	1967
Headquarters	7	7	\$10,541.85	\$ 130.00
Domestic	23	6	\$ 270.00	\$ 385.00
Overseas	24	15	\$26,580.00	\$4,305.00

ACCIDENTS INVOLVING OTHER EQUIPMENT

	1966	1967
Total	\$9,314.38	\$1,005.02

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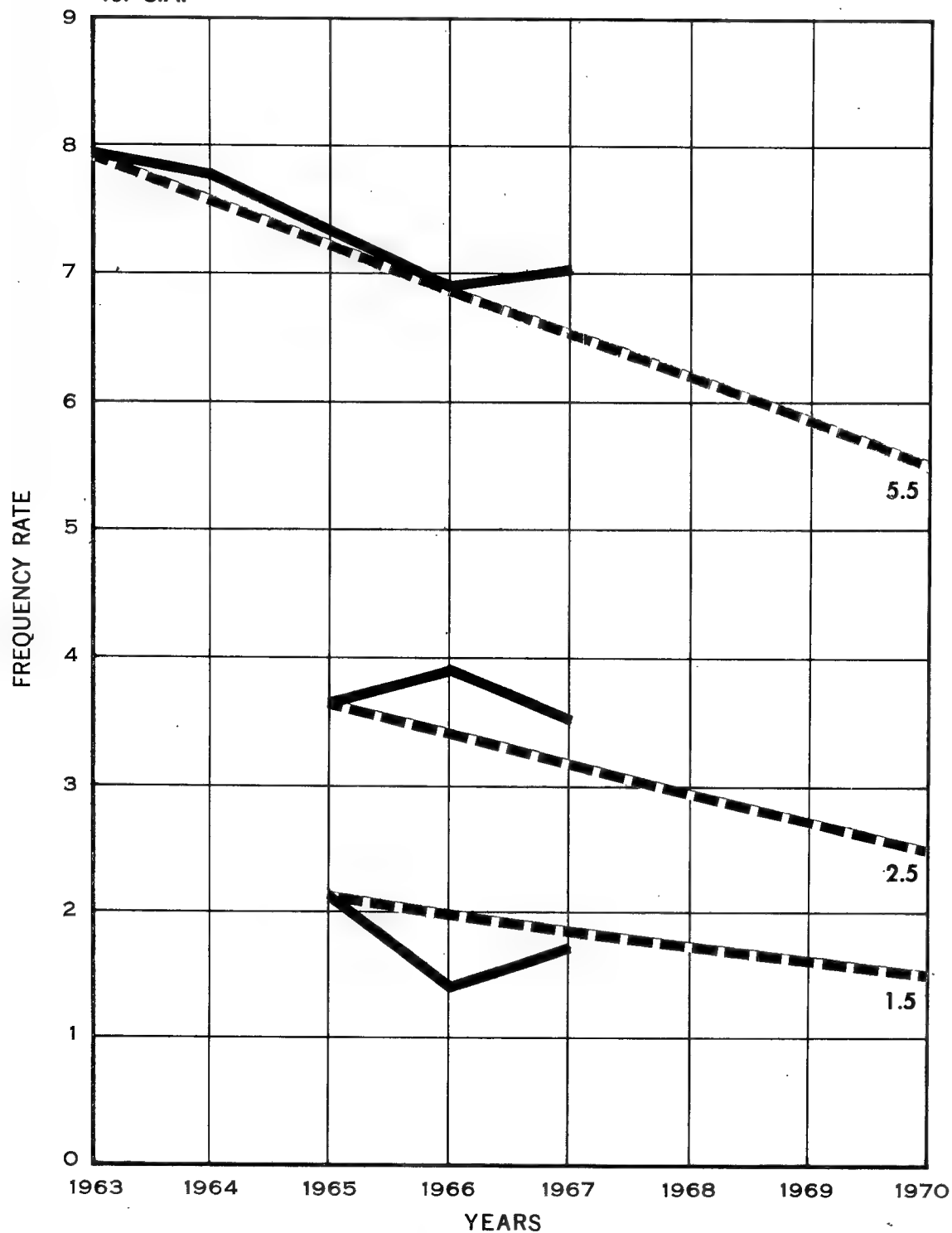
SPECIAL ANALYSES

1. The cost of days lost (not charged) was computed for each lost time injury. Time lost because of on-the-job injuries cost the Agency approximately \$61,668 during 1967.
2. Analyses of injuries incurred by summer employees revealed a disabling injury frequency rate of 3.8 for these individuals.
3. First aid and lost time injuries were analysed for the purpose of comparing age groups of the injured personnel and causes of the injuries. The highest rate (22.8 per cent) is in the 25-29 age group and the next highest rate (13.5 per cent) is in the 30-34 age group. These two groups incurred 36 per cent of the injuries although they comprise approximately 29 per cent of the Agency's employees. Office type accidents and falls accounted for 46 per cent of the injuries incurred by Agency employees during 1967.
4. Another observation from the analyses is that 50 of the total 643 injuries were incurred by 24 employees. Twenty-two employees were injured two times and two employees were injured three times.
5. It is also noted that 85 (57 per cent) of the 148 lost time injuries were incurred by employees away from the Headquarters area.

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ON-THE-JOB INJURIES

Frequency rate is the number of lost time injuries per 1 million man hours worked. The goal of Mission Safety-70 is a 30 per cent reduction of lost time injuries by 1970 based on the 1963 frequency rate. 1965 is the base year for CIA.



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FEDERAL ESTABLISHMENTS
 Disabling Injury Frequency Rates
 of Claims Submitted to the Bureau
 of Employees' Compensation

	<u>1965</u>	<u>1966</u>	<u>1967*</u>
Department of State	2.6	2.2	1.6
CENTRAL INTELLIGENCE AGENCY	2.1	1.4	1.7
Civil Service Commission	1.9	1.4	1.8
Department of Labor	2.0	2.3	2.0
National Aeronautics and Space Administration	2.4	2.1	2.0
Selective Service System	2.5	2.3	2.2
Atomic Energy Commission	2.4	2.3	2.5
Treasury Department	4.5	4.1	3.6
Department of Navy	4.9	4.1	3.7
Department of Army	4.2	4.1	4.0
Department of Commerce	4.7	4.7	4.1
Department of Health, Education and Welfare	4.2	4.7	4.2
Department of Justice	4.1	4.1	5.3
Department of Air Force	5.7	5.6	5.8
Veterans Administration	5.4	5.4	6.0
Tennessee Valley Authority	7.4	8.6	6.9
General Services Administration	5.3	5.9	6.9
ALL FEDERAL ESTABLISHMENTS	7.3	6.9	7.0
Government Printing Office	6.8	6.9	7.7
Department of Interior	8.2	7.5	7.9
Department of Agriculture	7.4	7.5	9.3
D.C. Government	10.4	8.8	9.9
Post Office Department	16.8	14.4	15.7

*Based on preliminary data

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INJURY EXPERIENCE BY TYPE

TYPE	FIRST AID		LOST TIME		
	Number	Per Cent	Number	Per Cent	Days Lost
Aircraft	2	.4	2	1.4	6,018
Watercraft	1	.2			
Motor Vehicle (Collision)	3	.6	4	2.7	6,113
Motor Vehicle (Noncollision)	8	1.6	1	.7	1
Office - Handling Equipment, Supplies, Etc.	136	27.5	16	10.8	50
Fires	3	.6			
Electricity	4	.8	1	.7	1
Dusts, Gases, Chemicals	7	1.4	1	.7	3
Slips and Falls	108	21.8	33	22.3	6,216
Lifting	22	4.5	20	13.5	749
Falling & Flying Objects	23	4.7	7	4.7	43
Hand Tools	14	2.8			
Machinery	12	2.4	2	1.4	23
Striking Against Material, Equip. (Nonoffice)	18	3.7	3	2.0	65
Handling Material, Equip. (Nonoffice)	38	7.7	11	7.4	6,152
Ordnance	1	.2			
Training Accidents	67	13.5	6	4.0	48
Occupational Disease	17	3.4	31	20.9	14,427
Enemy Action	2	.4	4	2.7	297
Drowning (No Watercraft Involved)			1	.7	6,000
Miscellaneous	9	1.8	5	3.4	153
TOTALS	495	100.0	148	100.0	46,359

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SECRETINJURY EXPERIENCE BY TYPE FOR EACH OFFICE

TYPE	DCI					DDI										
	O/DCI	OGC	OIG	OLC	ONE	O/DDI	CRS	DCS	FBIS	IAS	IRS	NPIC	OBGI	OCI	OER	OSR
Aircraft																
Watercraft																
Motor Vehicle (Collision)													1			
Motor Vehicle (Noncollision)							1									
Office - Handling Equipment, Supplies, Etc.	2		1	1			19	1	2	2		5	3	2	3	1
Fires																
Electricity	1						1									
Dusts, Gases, Chemicals															1	
Slips and Falls			2	1			7		1			5	3	3	3	
Lifting							1		1			1	1	1		
Falling & Flying Objects							4					3				
Hand Tools							1									
Machinery												1				
Striking Against Material, Equip. (Nonoffice)												3				
Handling Material, Equip. (Nonoffice)	1						1		1			3				
Ordnance																
Training Accidents																
Occupational Disease									2							
Enemy Action																
Miscellaneous	1						1						1			
TOTALS	5	0	3	2	0	0	36	1	7	2	0	21	9	6	7	1

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INJURY EXPERIENCE BY TYPE FOR EACH OFFICE (Con.)

TYPE	DDS								DDS&T							
	O/DDS	OC	OF	OL	OMS	OP	OS	OTR	O/DDS&T	FMSAC	OCS	OEL	ORD	OSA	OSI	OSP
Aircraft		1												1		
Watercraft								1								
Motor Vehicle (Collision)			1													
Motor Vehicle (Noncollision)		2		2				2						1	1	
Office - Handling Equipment, Supplies, Etc.	1	6	6	5	1	11	2	3	1	1	4	1		2	4	1
Fires		1														
Electricity		3														
Dusts, Gases, Chemicals		2		5				1								
Slips and Falls		8	4	14	1	6	1	12	1	2	2			1	1	1
Lifting		6		14	1	1	1	4			1			1		
Falling & Flying Objects		3		8		3	1	3		1		2	1			
Hand Tools		3		6			1	1					1			
Machinery		2		9												
Striking Against Material, Equip. (Nonoffice)		5		5		1		1				1				
Handling Material, Equip. (Nonoffice)		10		15			1	11		1						
Ordnance																
Training Accidents		1						59		1						
Occupational Disease		1		3	1	1	1							2		
Enemy Action																
Miscellaneous		1		2			1				2			1		
TOTALS	1	55	11	88	4	23	9	98	2	6	9	4	2	9	6	2

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INJURY EXPERIENCE BY TYPE FOR EACH OFFICE (Con.)

TYPE	DDP														
	O/DDP	AF	CA	CI		EUR	FE	FI	MPS	NE	OP.SER.	SB		TSD	WH
Aircraft							1								1
Watercraft															
Motor Vehicle (Collision)		1	1				2								1
Motor Vehicle (Noncollision)															
Office - Handling Equipment, Supplies, Etc.		3	3	1	1	7	6	4		4	13	10	2		7
Fires						1						1			
Electricity															
Dusts, Gases, Chemicals															
Slips and Falls		1	3	1		9	5	2	1	7	10	4	3	2	8
Lifting							2	1			6			3	1
Falling & Flying Objects												1			
Hand Tools							1								
Machinery			1								1				
Striking Against Material, Equip. (Nonoffice)		1		1		1	2								
Handling Material, Equip. (Nonoffice)											2	1	1	1	
Ordnance							1								
Training Accidents		1		1			3						1		3
Occupational Disease		1					22			2	2	1	7	1	4
Enemy Action				1			5								
Drowning							1								
Miscellaneous			1			1					1			1	
TOTALS	0	8	9	4	2	19	51	7	1	13	35	18	14	8	25

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INJURY EXPERIENCE BY AREAS FOR EACH OFFICE

COMPONENT	AREAS						Per Cent of Total Injuries	Days Lost
	Headquarters		Domestic		Overseas			
	First Aid	Lost Time	First Aid	Lost Time	First Aid	Lost Time		
DCI								
O/DCI	4	1					.8	4
OGC								
OIG	2	1					.5	4
OLC	2						.3	
ONE								
Subtotal	8	2	0	0	0	0	1.6	8
DDI								
O/DDI								
CRS	29	7					5.6	9
DCS	1						.2	
FBIS		3				4	1.1	6,071
IAS	2						.3	
IRS								
NPIC	17	4					3.3	29
OBGI	6	3					1.4	8
OCI	6						.9	
OER	7						1.1	
OSR	1						.2	
Subtotal	69	17	0	0	0	4	14.1	6,117

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COMPONENT	AREAS						Per Cent of Total Injuries	Days Lost
	Headquarters		Domestic		Overseas			
	First Aid	Lost Time	First Aid	Lost Time	First Aid	Lost Time		
DDS								
O/DDS	1						.2	
OC	17	2	15	7	4	10	8.6	6,160
OF	9	1		1			1.7	9
OL	73	15					13.7	133
OMS	4						.6	
OP	19	3	1				3.6	13
OS	5	2			2		1.4	6,001
OTR	7	3	80	8			15.2	120
Subtotal	135	26	96	16	6	10	45.0	12,436
DD/S&T								
O/DDS&T	2						.3	
FMSAC	5	1					.9	36
OCS	8	1					1.4	474
OEL	4						.6	
ORD	1		1				.3	
OSA	3	1	1	2		2	1.4	6,065
OSI	6						.9	
OSP	2						.3	
Subtotal	31	3	2	2	0	2	6.1	6,575

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INJURY EXPERIENCE BY AREAS FOR EACH OFFICE (Con.)

COMPONENT	AREAS						Per Cent of Total Injuries	Days Lost
	Headquarters		Domestic		Overseas			
	First Aid	Lost Time	First Aid	Lost Time	First Aid	Lost Time		
DDP								
O/DDP								
AF	4	1	1			2	1.2	6,056
CA	7	1		1			1.4	18
CI	3		1				.6	
		1				1	.3	48
EUR	14				2	3	3.0	24
FE	10	2			14	25	7.9	6,746
FI	5	1				1	1.1	64
MPS	1						.2	
NE	8				4	1	2.0	6
Op. Ser.	25	6	2			2	5.4	64
SB	14	1	1			2	2.8	1,821
	3		5	2	1	3	2.2	138
TSD	1	1	2	2	1	1	1.2	167
WH	13	1	1	2	5	3	3.9	6,071
Subtotal	108	15	13	7	27	44	33.2	21,223
TOTALS	351	63	111	25	33	60	100.0	46,359

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